*Memo #: 2023-001*

**To:** All Concerned

**From:** The President

**Date:** December 5, 2023

**Subject:** Pets

Please be informed that pets, including cats, dogs, or any other household animals, are strictly prohibited in the building premises. Any individual who violates this policy will face appropriate consequences.

Effective Immediately!

Thank you.

Prepared by: Noted By:

Paul Mathew R. Gozo Mr. Dante A. Ang  
Marketing Staff President/CEO

*Memo #: 2023-002*

**To:** All Concerned

**From:** The President

**Date:** December 5, 2023

**Subject:** Use of Lifter

Please be informed that the lifter is a specialized equipment that has been designed exclusively to transfer company products. It is important to note that the use of the lifter for any other purpose, such as accessing the second floor, is strictly prohibited. This policy has been put in place to ensure the safety of all employees and to prevent any damage to the equipment.

Effective Immediately!

Thank you.

Prepared by: Noted by:

Paul Mathew R. Gozo Mr. Dante A. Ang  
Marketing Staff President/CEO

*Memo #: 2023-003*

**To:** All Concerned

**From:** The President

**Date:** December 28, 2023

**Subject:** Notice of Temporary Work Suspension

Please be informed that there will be no work available from January 2 to January 15, 2024 to allow for inventory, audit, and realignment activities within the company. Unfortunately, this period will be without pay.

Production Activities will resume on January 16, 2024.

Thank you for your continued dedication and cooperation.

Prepared by: Noted by:

Christine Quintans Mr. Dante A. Ang  
Operations Manager President/CEO